

WOODHALL PRIMARY SCHOOL



INTIMATE CARE POLICY

2022-2023

Policy Review

This policy will be reviewed in full by the Governing Body no less than annually.

It is due for review on 19.5.22

Signature

Date

Head Teacher

Signature

Date

Chair of Governors

Woodhall Primary School

Intimate Care Policy

The care of our children is central to the aims, ethos and teaching programmes in Woodhall Primary School and we are committed to developing positive and caring attitudes in our pupils. It is our intention to develop independence in each child, however there will be occasions when help is required.

The Governing Body will act in accordance with Section 175 of the Education Act 2002 and the Government guidance 'Safeguarding Children and Safer Recruitment in Education' (2006) to safeguard and promote the welfare of pupils at this school.

This school takes seriously its responsibility to safeguard and promote the welfare of the children and young people in its care. Meeting a pupil's intimate care needs is one aspect of safeguarding.

The Governing Body recognises its duties and responsibilities in relation to the Equalities Act 2010 which requires that any pupil with an impairment that affects his/her ability to carry out day-to-day activities must not be discriminated against.

This intimate care policy should be read in conjunction with the schools policies as below

- child protection policy
- staff code of conduct and guidance on safer working practice
- 'whistle-blowing' and allegations management policies
- health and safety policy and procedures
- Special Educational Needs policy

Woodhall Primary School is committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a respectful and professional manner at all times.

Intimate care is any care which involves one of the following:

1. Assisting a child to change his/her clothes
2. Changing or washing a child who has soiled him/herself
3. Assisting with toileting issues
4. Supervising a child involved with intimate self-care
5. Providing first aid assistance
6. Providing comfort to an upset or distressed child
7. Feeding a child
8. Providing oral care to a child

Parents have the responsibility to advise the school of any known intimate care needs relating to their child.

We recognise that there is a need to treat all pupils, whatever their age, gender, ability, religion, ethnicity or sexual orientation with respect and dignity when intimate care is given. The child's welfare is of paramount importance and his/her experience of intimate and personal care should be a positive one. It is essential that every pupil is treated as an individual and that care is given gently and sensitively; no pupil should be attended to in a way that causes distress or pain.

Schools are not expected to toilet train pupils therefore unless a child has a disability as defined through legislation, it is expected that parents /carers will have trained their child to be clean and dry before the start of Foundation Stage.

Best Practice

Pupils who require regular assistance with intimate care have written Individual Education Plans (IEPs) and or Education, Health Care Plans which may include intimate care plans agreed by staff, parents/carers and any other professionals actively involved, such as school nurses or physiotherapists.

Ideally the plan should be agreed at a meeting at which all key staff and the pupil should also be present wherever possible/appropriate. Any historical concerns (such as past abuse) should be taken into account. The plan should be reviewed as necessary, but at least annually, and at any time of change of circumstances, e.g. for trips or staff changes (where the staff member concerned is providing intimate care). They should also take into account procedures for educational visits/day trips.

Where an Education, Health care plan or IEP is not in place, parents/carers will be informed the same day if their child has needed help with meeting intimate care needs (eg has had an 'accident' and wet or soiled him/herself).

Information on intimate care should be treated as confidential and communicated in person or by telephone.

Records should also be kept when a child requires assistance with regular intimate care; these can be brief but should, as a minimum, include full date, times and any comments such as changes in the child's behaviour. It should be clear who was present in every case

Staff should be fully aware of best practice regarding infection control, including the requirement to wear disposable gloves and aprons where appropriate.

There must be careful communication with each pupil who needs help with intimate care in line with their preferred means of communication (verbal, symbolic, etc) to discuss their needs and preferences. Where the pupil is of an appropriate age and level of understanding permission should be sought before starting an intimate procedure. **CARE – CONCERN - COMMUNICATE**

Staff who provide intimate care should speak to the pupil personally by name, explain what they are doing and communicate with all children in a way that reflects their ages. Every child's right to privacy and modesty will be respected. Careful consideration will be given to each pupil's situation to determine who and how many carers might need to be present when s/he needs help with intimate care. SEN advice suggests that reducing the numbers of staff involved goes some way to preserving the child's privacy and dignity. Wherever possible, the pupil's wishes and feelings should be sought and taken into account. An individual member of staff should inform another appropriate adult when they are going alone to assist a pupil with intimate care.

The religious views, beliefs and cultural values of children and their families should be taken into account, particularly as they might affect certain practices or determine the gender of the carer.

All staff should be aware of the school's confidentiality policy. Sensitive information will be shared only with those who need to know.

Health & Safety guidelines should be adhered to regarding waste products, if necessary; advice should be taken regarding disposal of large amounts of waste products or any quantity of products that come under the heading of clinical waste.

No member of staff will carry a mobile phone, camera or similar device whilst providing intimate care. Emergency situations where a staff member may be unexpectedly called upon to act immediately for the care or safety of a child may be the only exception to this rule.

Child focused principles of intimate care

The following are the fundamental principles upon which the Policy and Guidelines are based:

- Every child has the right to be safe.
- Every child has the right to personal privacy.
- Every child has the right to be valued as an individual.
- Every child has the right to be treated with dignity and respect.
- Every child has the right to be involved and consulted in their own intimate care to the best of their abilities.
- Every child has the right to express their views on their own intimate care and to have such views taken into account.
- Every child has the right to have levels of intimate care that are as consistent as possible.

Child Protection

The Governors and staff at this school recognise that pupils with special needs and who are disabled are particularly vulnerable to all types of abuse.

The school's child protection procedures will be adhered to.

From a child protection perspective it is acknowledged that intimate care involves risks for children and adults as it may involve staff touching private parts of a pupil's body. In this school best practice will be promoted and all adults (including those who are involved in intimate care and others in the vicinity) will be encouraged to be vigilant at all times, to seek advice where relevant and take account of safer working practice.

Where appropriate, pupils will be taught personal safety skills carefully matched to their level of development and understanding.

If a pupil, or any other person, makes an allegation against an adult working at the school this should be reported to the Headteacher (or to the Chair of Governors if the concern is about the Headteacher) who will consult the Local Authority Designated Officer in accordance with the school's policy: Dealing with Allegations of Abuse against Members of Staff.

Any adult who has concerns about the conduct of a colleague at the school or about any improper practice will report this to the Headteacher or to the Chair of Governors, in accordance with the child protection procedures and 'whistle-blowing' policy

Assisting a child to change his/her clothes

This is more common in the Foundation Stage. On occasions an individual may require some assistance with changing, for example, he/she has had an accident at the toilet, gets wet outside, or has vomit on his/her clothes etc.

Staff will always encourage the child to attempt undressing and dressing unaided. However if assistance is required this will be given. Staff will ensure they have a colleague in near attendance when supporting dressing/undressing and will always give the child the opportunity to change in private, unless the child is in such distress it is not possible to do so. If staff are concerned in any way parents will be sent for and asked to assist their child.

Changing a child who has soiled him/herself

If a child soils him/herself in school a professional judgement has to be made whether it is appropriate to change the child in school, or request the parent/carer to collect the child for changing. In either circumstance the child's needs are paramount and he/she should be comforted and reassured throughout. The following guidelines outline our procedures but we will also seek to make age – appropriate responses.

- The child will be given the opportunity to change his/her underwear in private and carry out this process for themselves.
- School will have a supply of wipes, clean underwear and spare clothes for this purpose.
- If a child is not able to complete this task unaided, school staff will contact the parent or the emergency contact to inform them of the situation and ask them to come into school to aid/change the child.
- If the emergency contact is able to come to the school within an appropriate time frame, the child will be accompanied and supported by a staff member until they arrive. This avoids any further distress and preserves dignity.
- If none of the contacts can be reached then the Headteacher or another member of the senior leadership team is to be consulted and a decision taken on the basis of loco-parentis and the duty of care to meet the needs of the child.

Each child's specific needs are individually dealt with and those who require intimate care are treated respectfully at all times; the child's welfare and dignity is of paramount importance.

Reviewed on: November 2020

Michelle Lake, Headteacher.

Graham Denman, CoG.

Next review: November 2023